



Maricopa County  
Ryan White Part A Program  
Policy and Procedures

Mental Health Services

Effective Date: 03/01/2011

Revised Date: 03/01/2011

Reviewed Date: 01/07/11

**PURPOSE:**

To guide the administration of Ryan White Part A Program's Mental Health Services (a core service under the Act). The administration of funds must be consistent with Part A client eligibility criteria and the service category definitions established by the Ryan White Part A Program Planning Council.

The Ryan White HIV/AIDS Treatment Extension Act of 2009 defines core medical services (including for co-occurring conditions) as including: outpatient and ambulatory health services; medications; pharmaceutical assistance; oral health care; early intervention services; health insurance premium and cost sharing assistance for low-income individuals; home health care; medical nutrition therapy; hospice services; home and community based health services; mental health services; substance abuse outpatient care; and medical case management, including treatment adherence services.

The Ryan White Title I Manual (2003) Division of System Services (DSS) Program Policy Guidance No. 1, states that in certain limited situations, the provision of providing services to persons not infected with HIV/AIDS is allowed. This policy will define services under Mental Health in which clients not infected with HIV/AIDS are eligible to receive service.

**POLICIES:**

- The funds are intended to improve the mental health status of HIV-infected individuals experiencing behavioral health symptoms.
- As per ADHS guidelines A.A.C. Title 9, Chapter 20, professional staff who provide treatment, counseling and support group facilitation will be licensed or supervised by a licensed behavioral health professional.
- All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and brief summary of what was communicated in adherence with the client charting definition.
- All activities performed must be directly related to the HIV-related clinical status of an eligible client and documented appropriately in the client chart.
- Appropriate client authorized releases of information must be on file to allow for the proper inter-provider communications needed to increase the likelihood of desired health outcomes related to the HIV-related clinical status of an eligible client.



Maricopa County  
Ryan White Part A Program  
Policy and Procedures

Mental Health Services

- All fee- for- service reimbursements made under this service are limited to the current Arizona Health Care Cost Containment System (AHCCCS) reimbursement rates, as applicable, or a reasonable rate approved by the Administrative Agency. Contractors with direct cost reimbursement contracts will be reimbursed for actual/allowable costs incurred during the contract period.
- Specific clinical outcomes (as defined by the Maricopa County Ryan White Part A Office) need to be measured and reported for this service.
- Services for non-infected individuals under Mental Health be related to a Ryan White Part A eligible client living with HIV/AIDS.
- Mental Health Services to non-infected individuals must meet the following conditions:
  - The service has its primary purpose enabling the non-infected individual to participate in the care of an eligible client living with HIV/AIDS. This includes assessment/screening, counseling and groups.
  - The service promotes family/support system stability for coping with the unique challenges posed by HIV/AIDS.
  - Mental health services which focus on equipping uninfected family members and caregivers to manage the stress and loss associated with HIV and short-term post-death bereavement counseling not to exceed 90 days.
- All groups under this service category must be approved by the Administrative Agent before billing and reimbursement are allowable.
- All direct service providers must meet the service category's Standards of Care as defined by the Ryan White Part A Planning Council.

**DEFINITIONS:**

Mental Health Services:

Mental Health Services are psychological and psychiatric treatment and counseling services offered to individuals with a diagnosed mental illness, conducted in a group or individual setting, and provided by a mental health professional licensed or authorized within the State to render such services. This typically includes psychiatrists, psychologists, licensed clinical social workers and licensed counselors.

Client Charting:

All paper chart documents must be original documentation and contain original dates and signatures of contract budgeted staff providing services i.e. assessments, treatment plans and progress notes. All Electronic Medical Records must include authenticated, dated electronic signatures. The AA will only review documentation that is



Maricopa County  
Ryan White Part A Program  
Policy and Procedures

Mental Health Services

authenticated original documentation, and will not accept copies of assessments, treatment plans and progress notes as acceptable documentation of services provided. Any records that do not include authenticated signatures of budgeted contract staff providing services will be considered unallowable units, and will not be reimbursed.

**CLIENT ELIGIBILITY CRITERIA:**

To be eligible for mental health services, a client must meet all of the standard eligibility criteria as defined in Section 3 Client Eligibility. For the Federal Poverty Limits for this service category, see Appendix – Menu of Services.

**EXAMPLES OF ELIGIBLE COSTS AND SERVICES :**

Mental Health Assessment/Screening:

- Screen and complete behavioral health assessments on eligible clients who are experiencing behavioral health symptoms. *Non-infected individuals directly associated with a Ryan White Part A eligible HIV/AIDS client can receive this service.*

*1 unit = reflective of the appropriate medical code and agreed reimbursable rate*

Mental Health Counseling:

- Provide individual, family or couples counseling sessions to eligible clients who are experiencing behavioral health symptoms. *Non-infected individuals directly associated with a Ryan White Part A eligible HIV/AIDS client can receive this service.*

*1 unit = reflective of the appropriate medical code and agreed reimbursable rate*

Mental Health Group:

- Provide behavioral health professional-led group services to eligible clients who are experiencing behavioral health symptoms. *Non-infected individuals directly associated with a Ryan White Part A eligible HIV/AIDS client can receive this service.*

*1 unit = reflective of the appropriate medical code and agreed reimbursable rate*

Psychiatric Evaluation:

- Provide psychiatric evaluations to eligible clients to determine diagnosis and need for psychotropic medications. *Ryan White Part A eligible HIV/AIDS clients only.*



Maricopa County  
Ryan White Part A Program  
Policy and Procedures

Mental Health Services

*1 unit = reflective of the appropriate medical code and agreed reimbursable rate*

Psychiatric Medication Management:

- Provide medication management follow-up to eligible clients who have been placed on psychotropic medications for management of improved health and any side effects. *Ryan White Part A eligible HIV/AIDS clients only.*

*1 unit = reflective of the appropriate medical code and agreed reimbursable rate*